

CONFIDENTIAL

AUG 8 1980

MEMORANDUM FOR: Chief, [REDACTED]
A&CD, OF

25X1

FROM: Chief, OER Administrative Staff
[REDACTED]

SUBJECT: OER Imprest Fund Revision

Reference: Your memo dated 23 July 1979
Subject: Change of Custodian of OER
Imprest Fund

1. It is requested that the provisions of the
OER Imprest Fund be revised to reflect the following:

Para 2 Ref - Please increase the
amount of Imprest Fund from \$500.00 to
\$700.00.

Para 2 Ref - Purpose: Taxis, POV's
in lieu of taxis; purchase of supplies
and material of an emergency nature;
postage and advances not to exceed
\$50.00 for official business and official
entertainment per [REDACTED] which
excludes reimbursement for meals for
individuals who have contractual employee-
employer relationship, government retirees,
invitees for employment who are on actual
per diem expense basis and other persons
entitled to per diem in addition to a fee
payment. Payment of registration fees to
locally held conferences and professional
societies, not to exceed \$50.00.

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Para 3 d (1) Ref - The aggregate pur-
chase from any one vendor does not exceed
\$50.00.

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Para 3 h Ref - That advances for official business, not to exceed \$50.00, are authorized but must be accounted for within 48 hours.

2. All other provisions of the Fund will remain the same.

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OER/AS: [] (8 August 1980)

Distribution:

- Orig. & 1 - Addressee
- 2 - OER/AS
- 1 - NFAC/PME/B & F

CONCUR:

See Memo dtd 9 DEC 1980

Director of Logistics

Date

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

EXTENSION

NO.

STAT ~~USR~~ Administrative Staff 4-F-29 HQS []

DATE AUG 8 1980

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. C/COPS/CB/A&CD/OF

STAT 604 Key Bldg., []

DR

2. C/PROCUREMENT DIV

STAT 9200 []

2. Please review request for increase of Delegation of Procurement authority per attached memo to C/A&CD/Of dated 8/8/80. Also attached is a copy of the last concurrence memo date 11/25/58.

STAT

3.

4. OF/A&CD/540
604 Key

5.

6.

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